



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WATER SUPERINTENDENT

Pay Grade: 77 Pay Range: \$60,902 to \$87,381 DOE/Q plus benefits

This is an exempt position.

Candidate of choice must pass pre-employment drug test and background check.

Qualifications: Progressive experience in the operations of water production and distribution systems, including education and/or experience equivalent to five (5) years supervisory level potable water production, treatment, and distribution or closely related work. Must possess: Arizona Grade IV Water Treatment and Water Distribution certifications, and a valid Arizona Driver's License. Must pass pre-employment drug test and background check.

Tasks:

- Oversee and supervise the production and distribution of potable water; water tests and systems to ensure compliance with Arizona Department of Environmental Quality (ADEQ) standards; oversee preparation of required reports and statistics; research and recommend improvements to the water operation process and equipment; anticipate and provide for production, distribution, storage facilities and capabilities to meet strategic needs.
- Determine levels of personnel, equipment, and other resources needed to achieve service levels; maintain a thorough knowledge of federal, state and local statutes, ordinances, standards, procedures and trends related to water production, treatment, and distribution, and ensure compliance; assess community and City needs and create plans to meet those needs.
- Coordinate development of the water operations and maintenance budgets; recommend system and process improvements; monitor and manage budgeted expenditures; prepare bid information for contractual procurements; negotiate contracts with vendors; assist in developing policies and procedures; coordinate and respond to questions and problems concerning the water system.

Knowledge, Skills, and Other Characteristics:

- Knowledge of Federal, State and Local rules, regulations, policies, procedures and ordinances applicable to water operations testing and delivery programs.
- Knowledge of the design, capabilities, operation and repair of complex, multiple pressure zone water systems.
- Knowledge of occupational safety and health policies and procedures related to water operations.
- Knowledge of administrative procedures, practices and principles.
- Knowledge and skill of budget preparation, monitoring and administration.
- Knowledge of supervisory methods and techniques.
- Skill in organizing and administering safety programs, training and professional growth of water operators.
- Skill in supervising, evaluating and motivating employees.
- Skill in written communications for administrative and technical purposes.
- Skill in oral communication in one-on-one and group situations.
- Skill in utilizing public relation techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with representatives of Federal, State, and local agencies, elected officials, other City departments, residents, and subordinate personnel.
- Skills in Maintenance Management, preferably Lucity Software, to measure, evaluate, and manage operations.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicles as needed. Must have the ability to lift 50 pounds without assistance.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the radio and telephone.

Psychological Ability: Freedom from mental disorders which would interfere with performance of duties as described.

DEADLINE; Applications must be received by 5:00 p.m April 30, 2014

Send application/resume to:

City of Prescott, 201 S. Cortez St., Prescott AZ 86301
(928) 777-1347 (928) 777-1315 TDD (928) 777-1100 Fax: (928) 777-1213

Email: hr@prescott-az.gov Visit our website at www.cityofprescott.net

EEO/M/F/V/H/D/NSE Posted: April 14, 2014

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee health and life insurance; Short term disability; Long term disability and Retirement benefits; Deferred Compensation Plan; Social Security contributions; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.